

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JUNE 24, 1999
8:15 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Bernie Heier
Linda Steinman
Larry Hudkins

Others Present: Diane Staab, Deputy County Attorney
Dave Johnson, Deputy County Attorney
Dave Kroeker, Budget & Fiscal Officer
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk

AGENDA ITEM

- 1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 17, 1999 AND BUDGET HEARINGS OF TUESDAY, JUNE 8 AND TUESDAY, JUNE 15, 1999**

MOTION: Hudkins moved and Steinman seconded approval. On call Hudkins, Heier, Campbell, Steinman and Workman voted aye. Motion carried.

- 2 ADDITIONS TO THE AGENDA**

- a. Report on Boss Hog's Party Barn
- b. Report on the Fire District meeting with Waverly

These items were added to the agenda by direction of the Chair.

- 3 COMMISSIONER MEETING REPORTS**

- 4 BUDGET UPDATE - Dave Kroeker, Budget & Fiscal Officer**

CORRECTIONS:

Mike Thurber, Director, Liz Thanel, Business Manager, and Terry Weber, Superintendent from the Corrections Department, appeared with Dave Kroeker to discuss issues related to their budget (Exhibit A). The mechanical system is not Y2K compliant. This was discovered recently, and the controls will not run after the year 2000. The proposal to upgrade the mechanical system software to make it Y2K compliant was \$13,000, which was not included in the budget. The software package is no longer being produced or supported by the company who provided it, so it cannot be upgraded. Terry Weber appeared to answer questions and discuss the software issue.

Another unexpected cost was incurred when an inmate had an aneurism which required neurosurgery. It is believed that the cost will be around \$60,000 total, and at the Medicaid rate (50% - 56%) the County will probably pay about \$30,000. That money has been encumbered but will result in the budget for 1999 being overspent.

The Airpark facility air conditioner compressor went down, and repairs will be about \$5,000, if they can find parts. They have encumbered the \$5,000. They also have plans for a heat pump and well field, which are currently at Lincoln Electric System for analysis. The location of the well field and possible energy assistance from Lincoln Electric System were discussed.

The elevators in the Corrections facility are not included in the emergency power system. After analysis it was determined that the generator is large enough that 2 of the 4 elevators can go on generator power. It is expected that this can be accomplished within the budget.

The result is that the Corrections Budget will be over about \$20,000. Dave Kroeker suggested that \$20,000 be added, and the situation be reevaluated at mid-year.

WATER SERVICES: Dave Kroeker distributed a recap of what the County has spent year-to-date in water services for offices using bottled water (Exhibit B). He suggested that the Board send a letter to agencies stating that bottled water will only be paid for if it is necessary because of a water quality issue. Kathy Campbell stated she will do so.)

RESPONSE FROM JUDGE FLOWERS REGARDING DISTRICT COURT BUDGET:

This letter provided some additional explanation regarding the District Court Budget. Further defined were the Legal Services costs (Line item 3052), Office Equipment, and a full time staff person which had not been included in either the Clerk of the District Court's budget or the District Court budget. (Exhibit C)

FY2000 BUDGET - POSSIBLE ADJUSTMENTS TO AGENCY BUDGETS: Dave Kroeker distributed his listing and briefly discussed the suggestions. (Exhibit D)

LANCASTER COUNTY COMPARISON FY2000 TO FY1999 EXPENSE BUDGET: Dave Kroeker discussed this handout which also included the microcomputer requests. The Property Tax Funded Budgets - FY00 Requested compared to FY99 Adopted was discussed. The Keno Fund Adopted Budget for FY 1998-99 was included, and it was noted that actual receipts are \$671,524. Budgeted receipts were \$440,000. There were some questions and discussions about the Beltway Study and Archaeological and Historical budget. (Exhibit E)

5 A) BOARD OF ZONING APPEAL NO. 108, JAMES PARTRIDGE, EAST OF NW84TH STREET, ½ MILE NORTH OF W. WAVERLY ROAD (REDUCE SIDE YARD FROM 80 FT. TO 20 FT.)

Mike DeKalb, Planning Department, and Mike Rierden, attorney for the applicant, appeared to explain this variance request. The applicant wants to replace an existing horse shed and desires a variance of the side yard setback to 20' (Exhibit I). This item will be on the July 6, 1999 Board of Commissioners Meeting.

B) CITY/COUNTY FINAL PLAT NO. 99021, TIMBERLINE ESTATES 1ST, SW 56TH & DENTON ROAD

Mike DeKalb, Planning Department, and J.D. Burt from Design Associates appeared regarding this item (Exhibit F). Part of this Final Plat is within the City jurisdiction and the rest within the County jurisdiction. This Final Plat is slated for the July 6, 1999 Board of Commissioners Meeting.

C) NO. 99001, VACATE LOT FROM GREENWOOD ACRES PLAT AS UNBUILDABLE, LOCATED ON NORTH 176TH & HOLDREGE STREETS

Mike DeKalb, Planning Department, appeared to explain this Board of Zoning appeal (Exhibits G and H) which is a request to vacate a lot and create a combined lot of this parcel with the adjoining irregular tract in an approved final plat. This item is slated for the July 6, 1999 Board of Commissioners Meeting.

6 MAINTENANCE CONTRACTS

Kathy Smith and Vince Mejer from the Purchasing Department appeared to discuss the maintenance agreements for the County (Exhibits J and K). Smith explained the categories of maintenance agreements. She and Dave Kroeker, County Budget Officer, put together the cost per agency of these agreements, and the amounts expended through May 31, 1999.

Brian Pillard, Records Manager, appeared to discuss the microfilm processor and 35mm camera service agreements in his office that are due for renewal July 1, 1999. The cost of replacement, parts, and the ability to procure parts for Kodak machines and service were discussed.

Kathy Campbell asked Diane Staab, Deputy County Attorney, Kathy Smith, and Brian Pillard to look over these two maintenance agreements to determine what options are available to the County and report back at next Thursday's Board Staff Meeting so that the Board can take action on these two agreements.

Regarding the Building and Safety maintenance agreements (elevators, etc.) Vince Mejer stated the need to look at those carefully as there may be requirements for agreements by law for certain equipment. Larry Hudkins suggested that Don Killeen, County Property Manager, be involved in that review.

Larry Hudkins asked Dave Kroeker to look at self-insuring and how that would work for the County.

Kathy Campbell commended Kathy Smith and Dave Kroeker for compiling information about the agreements.

7 COUNTY RECORDS PROJECTS

Brian Pillard, County Records Manager, appeared to discuss his involvement in County records related projects. He proposed the Board come to him regarding departmental budget items and ask for his input. He would also be willing to give the Board progress reports on projects.

MOTION: Larry Hudkins moved and Bernie Heier seconded that Brian Pillard, County Records Manager, and Kerry Egan, Chief Administrative Officer, develop a proposed policy for the Board, stating Brian's role. On call Hudkins, Steinman, Workman, Heier, Campbell voted aye. Motion carried.

8 EXECUTIVE SESSION: A) PENDING LITIGATION; B) SECURITY ISSUES

MOTION: Larry Hudkins moved to go into Executive Session at 10:17 AM, for discussion of pending litigation and security issues, seconded by Bob Workman. On call Steinman, Campbell, Hudkins, Heier and Workman voted aye. Motion carried.

MOTION: Larry Hudkins moved to end the Executive Session at 10:30 AM, seconded by Bernie Heier. On call Steinman, Hudkins, Campbell, Workman and Heier voted aye. Motion carried.

9 CHAIRS FOR LAW & JUSTICE CENTER

Steve Flanders, Project Manager, and Vince Mejer, Purchasing Manager, appeared. Flanders distributed an analysis of three options for style and price for all courtroom chairs (Exhibit L). Kathy Campbell read a letter she received from Judge Jeffrey Chevront (Exhibit M) regarding the chairs.

After discussion, Flanders suggested he bring one of the wood chairs and one of the metal chairs to the Commissioners' office area and let them sit in them so they can make a decision regarding these chairs.

10 ACTION ITEMS

- a. Proxy from Fidelity Investments
- b. Proxy for Dreyfus Third Century Fund, Inc.

MOTION: Linda Steinman moved, seconded by Bob Workman, to authorize Kerry Eagan, Chief Administrative Officer, to sign and return the proxies. Deputy County Attorney Doug Cyr will read the proxy statements. On call Hudkins, Workman, Heier, Steinman and Campbell voted aye. Motion Carried.

- b. Request from Kit Boesch, Human Services Administrator, to increase funding for Expediter Position from \$32,000 to \$39,040

The committee hiring for the Expediter Position would like to offer benefits plus the salary of \$32,000. Bernie Heier moved, seconded by Bob Workman, to follow through with the \$39,040 per Kit Boesch, Human Service Administrator's, recommendation, assuming the committee is hiring under the County Employment rules. On call, Heier, Steinman, Hudkins, Campbell and Workman voted aye. Motion carried.

On further discussion with Kit Boesch it was clarified that this is a hire by Lincoln Action Program, not under the County Employment rules, and that the County would be liable for only the \$7,040 in benefits.

MOTION: Bernie Heier moved, seconded by Linda Steinman, to rescind his earlier motion regarding hiring under County Employment rules. On call, Steinman, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

MOTION: Larry Hudkins moved, seconded by Bernie Heier, to enter an agreement with Lincoln Action Program and provide \$7,040 for the purpose of funding the Expediter position. On call, Heier, Workman, Hudkins, Campbell and Steinman voted aye. Motion carried.

11 CONSENT ITEMS

- a. Vacation Request from Mike Thurber Corrections Director, for Friday, July 9 - Friday, July 16, 1999
- b. Vacation Request from Russ Schultz, Noxious Weed Control Superintendent, for Monday, July 26 - Friday, July 30, 1999
- c. Administrative Leave Request from Doug Ahlberg, Emergency Management Director, to assist with Police Civil Service Testing in Sioux City, Tuesday, July 6 - Friday, July 9, 1999

MOTION: Larry Hudkins moved, and Linda Steinman seconded, acceptance of the consent items. On call Heier, Hudkins, Steinman, Campbell and Workman voted aye. Motion carried.

12 ADMINISTRATIVE OFFICER REPORT

13 PENDING

14 DISCUSSION OF BOARD MEMBER MEETINGS

- a. Joint Budget Committee - Campbell, Steinman

Linda Steinman reported that they have frozen the budget until they are finished with the assessment process.

- b. Government Access & Information Committee - Steinman

Linda Steinman was out of town and unable to attend. No report was given.

- c. Region V Grant Review - Campbell

The parties involved in the \$7 million grant are Region V, Lancaster County and the State of Nebraska. There are concerns about the administration of this grant. They have appointed a committee to put together a structure to administer the grant.

- d. General Assistance Monitoring Committee - Campbell, Steinman

Kathy Campbell and Linda Steinman reported they are looking at the pharmacy contract. On July 29, 1999 they will come to the County Board to discuss this contract and a Request For Proposal.

- e. Information Services Policy Committee - Steinman

- * Linda Steinman reported that Corrections will need to spend more.
- * The County will need to spend approximately \$2,000 for Keyfile storage, mostly because of the signature cards at the Election office.
- * CARATS (Clerk's Automated Receiving and Tracking System): they will begin August 1, 1999 on Y2K compliance.

- f. Public Building Commission - Campbell, Hudkins

Larry Hudkins reported the glass on the outside of the Hall of Justice leaks. The caulking is old and needs fixed. The estimate for this work is \$78,000, and they are hoping to get better bids.

The Arts Council is developing a policy which is in rough draft, regarding art pieces. Bob Duncan has offered a piece of art he would like to place in the building outside of the Mayor's office and will provide insurance, etc. for this piece on a one year loan. The Commission is finding a way to facilitate this offer.

There is a request from Mayor Wesely to put Citizens Information Center (CIC) offices in this building. Currently they lease some space at K Street. The Mayor's office can house the CIC director, however, finding space for the rest of the staff is a complicated process. They will review this at the end of six months, looking at all the allocated space in the building, and at that time everyone will be in place in the Hall of Justice. There will be a letter sent to all departments and agencies in this building asking them to log what conference rooms they use and when.

There is a request from Mayor Wesely for the use of Room 113. This will be on the agenda at a later date.

15 ADDITIONS TO THE AGENDA

- a. Boss Hog's Party Barn: At the Board's direction, Kathy Campbell wrote a letter asking about the discrepancies in the times of closing and serving of liquor between Boss Hog's and liquor caterers. Kathy had a phone conversation with Boss Hog's. Generally, liquor caterers tend to leave 1 AM on their contracts to protect themselves from any liability even though Boss Hog's Party Barn contracts may state an earlier time.
- b. Waverly Fire District: Bob Workman and Bernie Heier reported on a meeting they attended, facilitated by Bob, between representatives from the County Board, Waverly City Council, Emergency Management, Rural Fire Board, Rural Fire Department, the Waverly Fire Department and the Rural Emergency Services Group, for the purpose of discussing Waverly having their own fire district. The group discussed rescue squad issues only.

The Waverly City Council, the Rural Fire Board and the Rescue Squad volunteers will vote on the proposal.

22 ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf

Lancaster County Clerk